

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2003-96	Opening Date:	June 12, 2003	Closing Date:	July 3, 2003
Position/Position Number:	PROGRAM ASSISTANT (OA), GS-303-5 (#3156A), MULTIPLE POSITIONS		Organizational Location:	PHYSICAL MEDICINE AND REHABILITATION SERVICE Duty Station: Temple ICF	
Salary Range:	GS-5: \$25,697 - \$33,402 Per Annum (INCLUDES 9.62% LOCALITY COMPARABILITY PAY)		Area of Consideration:	NATIONWIDE	
Duties and Responsibilities:					
<p>Hours of work: Monday – Friday, 8:00 a.m. – 4:30 p.m. The incumbent(s) serve as the Program Assistants and are responsible for providing program support to Physical Medicine & Rehabilitation Service (PM&RS) staff (i.e., clinics, Recreation, Speech Pathology) at all ICFs, requiring collecting, assembling, and dissemination of all information, documents, and required reports and/or follow-up actions concerning encounters, equipment needs, budgetary needs, quality management, leave administration, etc. Accepts and supports the guiding principles of the CTVHCS. Performs assigned duties in a manner that promotes quality health care, outstanding customer service, and the maintenance of an environment committed to the service of the veteran. The incumbent(s) advise the PM&RS Secretary, Clinic Coordinator, and Chief, PM&RS, as appropriate, in the coordination of needs. The incumbent(s) perform statistical work in connection with collecting, processing, computation, analysis, coding, editing, and presentation of statistical data for one or more PM&RS ICFs. Utilizes the DHCP, VISTA system and software such as Microsoft EXCEL, Power Point, and Word. The incumbents review medical records of PM&RS patients to ensure needed documentation is available for physicians and therapists. Maintains current files for psychiatric and therapy clinics. Prepares examination rooms before each patient to ensure exam room is properly arranged, including clean linens. Checks in veterans to the clinic areas. Incumbent takes skin temperatures to prepare for EMG examination and documents temperature to assure appropriateness before examination. Receives visitors and telephone calls to the PM&RS office. Assists in the formulation of the Service annual budget concerning budgetary needs at PM&RS clinics and Speech Pathology. A major responsibility is the maintenance of communications. Incumbent through knowledge of overall operations and philosophy is able to answer many questions and interpret, anticipate, and direct course of action. Ascertains the nature of the call or the business of the visitor and determines the appropriate action.</p>					
Qualification Requirements:					
<p>Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service. At the GS-5 level, must have one year specialized experience equivalent to the GS-4 level. Specialized experience is that which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position.</p> <p>*SERVICES OF A QUALIFIED TYPIST ARE REQUIRED.</p>					
Rating and Ranking:					
<p>Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:</p> <ul style="list-style-type: none"> a. Knowledge of reimbursement processes (i.e. DSS, CPT codes, procedure codes, ICD-9 codes, CDR, stop codes, etc.) to ensure maximum reimbursement for services rendered. b. Skill in using a personal computer, calculator, copier, and other Vista equipment and programs. c. Skill in oral and written communication with people from a wide variety of backgrounds. d. Ability to plan and organize work, establishing priorities and using independent judgment in decision making as well as attention to detail. e. Knowledge of grammar, punctuation, spelling, capitalization for preparation of written material for various reports and correspondence. 					
How to apply:					
<p>Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: http://www.texvet.com/HRMS/forms.htm. VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITHIN SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement. Applicants must have documentation of Typing Proficiency of 40 words per minute. Applicants who do not possess a typing proficiency (no more than 3 years old) or who have not held positions in the Federal Government requiring a typing proficiency must schedule a typing test with Texas Workforce Commission. Certification of typing proficiency must be received by close of business on the seventh calendar day after the closing date of this announcement. Refer all questions to Robert Rodriguez, Jr., Human Resources Specialist, extension 39-5019.</p>					
NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.					
CTVHCS IS A SMOKE-FREE ENVIRONMENT.					
THIS IS A BARGAINING UNIT POSITION.					
IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO FACILITY OR MARLIN FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.					
EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.					